

Interested in doing business with the Forest Service?

Here are the basics of what is needed to become compliant with Government regulations and interact with our systems.

The Idaho Department of Commerce Procurement Technical Assistance Center (PTAC) offers assistance to people in getting set up to compete for government solicitations. They can be reached at 208-334-2650, ext. 2140/2123/2163 or by email at info@commerce.idaho.gov or on the web at:

Procurement Technical Assistance Center –Idaho

<http://commerce.idaho.gov/idaho-business/government-contracting-ptac>

Assistance in Nevada can be obtained by calling 701-486-2700 (Las Vegas) 775-687-9900 (Carson City) or by email at procurement@diversifynevada.com or on the web at:


Procurement Technical Assistance Center –Nevada

<http://www.diversifynevada.com/programs-resources/procurement-outreach>

1. Obtain an eMail Address: If you don't already have one, obtain a valid email address. You can obtain one from your internet service provider (ISP) or you can use one of the many [free services](#) available on the Web. A valid email address is required to register with Data Universal Number System (DUNS), System For Award Management (SAM), and eAuthentication.
http://email.about.com/od/freemailreviews/tp/free_email.htm
2. Obtain a D-U-N-S® Number: The Data Universal Number System code is required by the Federal Acquisition Regulations ([FAR 52.204-6](#)) and you must have this before registering in the CCR. Register online at [D&B DUNS Number site for government contractors](#). The Federal Government requires a DUNS number in order to process payments. For more information on obtaining a DUNS number call Dun & Bradstreet @ 1-888-814-1435.
<http://fedgov.dnb.com/webform/>
3. Obtain an IRS TIN: For invoicing, payment, and tax purposes, you must have a [Taxpayer Identification Number](#) as required by the IRS. For privacy and security purposes, we recommend that you do not use your Social Security Number (SSN).
<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>
4. Register with SAM: In order to do business with the Federal Government (as required by [FAR 4.11](#)), you must register in the System for Award Management or by calling 1-866-606-8220. You are required to validate and update SAM once per year. After registering, input all information into SAM and be sure to Certify business status: Each business is required to verify, on an annual basis, its business size and status in SAM.
<https://www.sam.gov/portal/public/SAM/>

5. Register for a USDA eAuthentication account: The individual from your company who will be signing your preseason incident agreement with the Forest Service must obtain a [Level 2 eAuthentication account](#) in order to transact business with the government.
<http://www.fs.fed.us/business/incident/eauth.php>
6. Register at FedBizOpps and watch for business opportunities: Every competitive solicitation we offer is first posted to [FBO](#), which provides you with government-wide business opportunities. Every solicitation is different, so carefully read the instructions on how to submit your offers. <https://www.fbo.gov/>
7. Submit your quote through the Vendor Application to VIPR (see instructions below):

Useful handbooks for using VIPR:

- Overview for Using Vendor Application (Power point slides of step-by step directions for competing for solicitations on Fed Biz Ops): Go to bottom right of site where it says "Help with the Vendor App": <http://www.fs.fed.us/business/incident/vendorapp.php>
- https://www.fbo.gov/downloads/FBO_Vendor_Guide.pdf
- Find a Procurement Technical Assistance Center: <http://www.aptac-us.org/>
- [Instructions for Responding to a Modified Agreement](#)  (posted on 05-29-09)
Provides a quick sheet of instructions for responding to a modified agreement. For more detailed instructions, view the VIPR Vendor Solution User Guide. (For [non-vendor application users](#).)

For more information visit the Forest Service Fire Incident Procurement Webpage:

<http://www.fs.fed.us/business/incident/>